

Section Name	Section Heading (explanatory text)	#	Question	Help Text
Basic Project and Contact Information	<p>BEFORE BEGINNING: Please read and be familiar with the eligibility requirements, selection process, and reimbursement process outlined in the Utah Outdoor Recreation Grant Program Guide (PDF link). You may also need this resource as you formulate your responses. If you need additional information, please visit https://business.utah.gov/uorg/ (hyperlink)</p> <p>HELPFUL TIP: We suggest writing your application answers in a word processor outside of the online application. This will allow you to proofread and edit answers more effectively. Using a word processor easily allows you to keep track of the character count in your response, as there are character limits for some questions. This will also help alleviate connection errors and lost work. Lastly, remember to save your work as you fill out the application.</p> <p>IMPORTANT: No application deadline extensions will be granted under any circumstance. All responses are extracted completely (without editing from the OOR staff) for all necessary reporting. Please make sure it is well-written and free of grammar and punctuation errors. Provide any links as the full URL; hyperlinked text from a word document will not be preserved when copying and pasting into the application.</p> <p>This section is not scored.</p>	16 total		
		1	Project Name	Use a distinct, descriptive and appealing project name. It will be used to market the project to the public. Consider the following in your project name: area location, project activity uses, descriptive words that entice visitors.
		2	Project Location: Longitude (provide coordinates in Decimal Degrees)	Please use decimal degrees format for your coordinates (not Degrees, Minutes, Seconds format). These can easily be found by clicking on your project area in Google maps, then copying and pasting the coordinates that appear in the dialogue box.
		3	Project Location: Latitude (provide coordinates in Decimal Degrees)	Please use a decimal degrees format for your coordinates (not Degrees, Minutes, Seconds format). These can easily be found by clicking on your project area in Google maps, then copying and pasting the coordinates that appear in the dialogue box.
		4	Organization's Non-Profit Tax ID (if applicable)	If you are a Non-Profit Organization applying for this grant, please provide us with your Tax ID#.
		5	Primary Contact Name	The PRIMARY contact is OOR's point person who is responsible for all communications and reporting (progress reports are due every six months).
		6	Primary Contact Organization	
		7	Primary Contact Title	
		8	Primary Contact Email	
		9	Primary Contact Phone	
		10	Secondary Contact Name	The SECONDARY contact is OOR's point person in any case that the primary contact cannot be reached. If OOR does not receive timely replies from the primary contact, the secondary contact will be contacted.
		11	Secondary Contact Organization	Provide a contact that is different from the main contact.
		12	Secondary Contact Title	Provide a contact that is different from the main contact.
		13	Secondary Contact Email	Provide a contact that is different from the main contact.
		14	Secondary Contact Phone	Provide a contact that is different from the main contact.
		15	Project or organization info website, copy and paste full URL	Provide a website where info about the project or organization can be found.
		7 total questions		
		1	Total Project Cost	This figure should match the line on the budget spreadsheet titled "Total Proposed Cost for Project." Calculate including all costs, permitting, prior work. It's helpful for the Committee to see the scope of your project.

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Funding Request & Partner Organization Information	<p>NOTE: Funding decisions are at the discretion of the Utah Outdoor Recreation Grant Advisory Committee based on review of the overall budget and project. The Utah Outdoor Recreation Grant awards Grant Funding Requests ranging from \$10,001 to \$150,000, plus the Regional Asset Tier of \$500,000 (for projects that will cost \$2,000,000 or more).</p> <p>This section is not scored.</p>	2	Grant Funding Request	The Utah Outdoor Recreation Grant awards Grant Funding Requests ranging from \$10,001 to \$150,000, plus the Regional Asset Tier of \$500,000 (for projects that will cost \$2,000,000 or more).
		3	Has the match been secured? If not, please explain.	The Utah Outdoor Recreation Grant requires at least a 50% match, half of which must be cash. The applicant and partners should have cash pledged to the project. Other grants can count as part of the cash match, but the applicant must show "skin in the game" by pledging cash of their own.
		4	What is the applicant match for this project? Please give the value for both the cash match and the in-kind, designating each. <i>Do not include the match from partners here.</i>	Example: \$83,000 cash, \$16,500 in-kind
		4	If the TOTAL cash match (from applicant and all cash partners) has NOT been secured, please provide some details on your contingency plan if other funding sources, such as an additional grant, do not come through. (1000 character limit) <i>If not applicable, put N/A.</i>	Do you have commitments on receiving additional funding for this project? Have you applied for any additional grants to help fund this project?
		5	Legal Name of all partnering organizations proving any form of in-kind matches, donations/money, land, labor/workforce, equipment, etc. (if applicable)	List the names of any additional organizations that will be majorly contributing to the project. This should include partnering organizations proving any form of in-kind matches, donations/money, land, labor/workforce, equipment, etc.
		6	From all partners listed previously, (those proving in-kind matches, donations/money, land, labor/workforce, equipment, etc.), explain in detail what each organization is specifically providing to contribute to the success of this project. (If applicable). 3,000 Character Limit	Describe partnerships/supportive groups of this infrastructure (federal/state agency, local government, non-profit, businesses, volunteer group, etc.) Explain what the partner is providing: financial assistance (of what kind), services (of what kind), in-kind matches (of how much), etc.
		7	Are you applying for the Regional Asset Tier of UORG funding (\$500,000 for large outdoor recreation projects that cost \$2,000,000 or more)? In 2021 the scoring committee will award at least ONE Regional Asset Tier award.	At this level, applicants must present to the Outdoor Recreation Advisory Committee in-person. Scores will be based on application questions as well as a five-minute in-person presentation.
		8	If you do not receive the Regional Asset Tier funding, would you still like to be considered for the \$150,000 UORG amount?	
	<p>NOTE: The project summary will provide an opportunity to fully explain the project and its value to the community. Provide any links as the full URL; hyperlinked text from a word document will not be preserved when copying and pasting into the application. Please refer to the program guide for any additional questions.</p> <p>HELPFUL TIP: We suggest writing your application</p>	7 total		
		1	Project Abstract: Summarize the project in a concise 2-3 sentence summary. 500 Character Limit	The abstract will become the long-term public description of the project. Please provide an accurate description.
		2	Project Description: Describe your project in detail. 3000 Character Limit	Please note: some members of the advisory committee may only read the abstract and project description so please provide a descriptive and accurate depiction of the project. We recommend summarizing each section of the application with a sentence or two.

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Project Summary	<p>HELPFUL TIP: We suggest writing your application answers in a word processor outside of the online application as you go. This will allow you to proofread and edit answers more effectively. Using a word processor also easily keeps track of the character count in your response, as there are character limits for some questions. This will also help alleviate connection errors and lost work. Lastly, remember to save your work as you fill out the application.</p> <p>IMPORTANT: No application deadline extensions will be granted under any circumstance. All responses are extracted completely, without editing from the OOR staff, for all necessary reporting. Make sure it is well-written and free of grammar and punctuation errors.</p> <p>This section is worth 5 points.</p>	3	Measuring the Need: How will your project solve outdoor recreation problems in your community? Provide data that explains the current situation in the community in relation to outdoor recreation. 3,000 Character Limit	Elaborate on residents' requirements/goals for the community. Were public meetings or surveys conducted to determine local issues lowering outdoor recreation participation? Was there a decision on an outdoor infrastructure project that would improve it?
		4	Community Outreach and Diversity: How will this project improve recreational opportunities for youth, minorities, people with disabilities, veterans or lower income families living in the area? 3,000 Character Limit	How will your project improve the lives of all people in your community? There are groups who significantly lack access to outdoor recreation amenities for a variety of reasons. How will your project combat this issue?
		5	Existing or Expected Users: What recreational user groups, local clubs, youth teams, etc. will use the infrastructure? Provide an estimate of the number of users for each group. 3,000 Character Limit	Users could be groups such as high school mountain bike teams, equestrian club, Nordic team, (be as specific as possible) etc. After, tell us how many people you think will use the project and why.
		6	Marketing: How will you advertise and market this project to locals, tourists and identified user groups? 3,000 Character Limit	Will the project have it's own website, will it be in a press release, news article, on social media, etc. What online or print platforms will you use to market the project? Will it have hours for public use, how will people find that information?
		7	Maintenance: Tell us about the maintenance plan for the life of this infrastructure. Who will be responsible for the the light maintenance and who will be responsible for the occasional heavy maintenance? 3,000 Character Limit	
		5 total		
Project Readiness & Scheduling	<p>NOTE: The scoring committee gives extra consideration for shovel-ready projects. If your project is not shovel ready, it must be mature enough in planning to ensure completion by June 2022.</p> <p>If projects don't meet this deadline, they will be disqualified and no funds will be awarded. If the project will be constructed on federal lands, the project needs to have results from an environmental planning process (such as NEPA). Please see the program guide (linked text) for any additional questions.</p> <p>This section is worth 5 points.</p>	1	Timeline: What is the approximate schedule for your project? When will it be ready for construction and when will it be complete? 3,000 Character Limit	You will be attaching a formal timeline in the last section of the UORG Application. Here, provide additional details, updates, etc. Tell us everything we need to know to feel sure that the project can be completed in 2 years.
		2	Planning: What engineering or conceptual design work has been done so far? Please explain in detail. 3,000 Character Limit	Please attach any relevant documentation in the last section of the UORG Application.
		3	Permits: List any permits or environmental documentation required to construct the project and their status (if applicable). 3,000 Character Limit	Please list any permits, MOU's, easements etc., and attach related documentation in the last section of the UORG Application.
		4	Land Ownership: Select the majority type of land the project is being constructed on.	
		5	Land Ownership: If the land owner is not the applicant, please explain the contracts, easements and agreements that have been made between the property owner and the applicant. 3,000 Character Limit	Please attach copies of any MOUs, MOAs, easements or other relevant documentation in the last section of the UORG Application.
		6 total		
		1	What is the PRIMARY economic development need that this project will serve?	

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Economic Impact	This section is worth 5 points.	2	What is the SECONDARY economic development need that this project will serve? (Please select a different answer).	
		3	Please explain the ways in which your project is helping solve the primary and secondary selections made above. If your project has any additional economic benefits, please explain. 3,000 Character Limit	
		4	How many new Full Time jobs will the construction of the infrastructure create? (Full time is at least 30 hours/week)	This is an estimate of jobs directly created by this project. Volunteers do not count. Do not use a rural multiplier.
		5	How many new Part Time jobs will the construction of the infrastructure create? (Part time is less than 30 hours/week; position continues throughout year)	This is an estimate of jobs directly created by this project. Volunteers do not count. Do not use a rural multiplier.
		6	How many new Seasonal jobs will the construction of the infrastructure create? (Seasonal jobs are only a portion of the year)	This is an estimate of jobs directly created by this project. Volunteers do not count. Do not use a rural multiplier.
Recreational Access & Value	This section is worth 5 points.	9 total		
		1	What is the PRIMARY outdoor recreation activity this project will support? Select one:	
		2	What SECONDARY type of outdoor recreation activity will this project support? Select a different one:	
		3	Is the project part of a regional, county or other type of master recreation plan for the area? Describe how. 3,000 Character Limit	Attach related documentation in the last section of the UORG Application.
		4	How are you integrating accessibility into your outdoor recreation site and trail projects? 3,000 Character Limit	Projects should be in compliance with Accessibility Guidelines if required by ADA codes.
		5	What fee will the public be charged to access this amenity? If there is no fee, enter a value of '0.00'.	
		6	For trail projects only: does it connect two or more significant existing trails or area attractions?	
		7	For trail projects only: how many NEW miles of trail will be created?	
		8	For trail project only: is the trail going to be purpose built for mountain biking? If so, please give some detail about the expected difficulty rating.	
	NOTE: For each question, click "Choose File", select the correct file you would like to attach, then click "Upload". Save the page before	9 total		
		1	Logo/Pictures: Attach a logo from the project organization. In addition, you may attach any photos related to the project.	Each attachment should be 20MB or less.

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Required Supportive Materials and Attachments This section is worth 5 points.	moving on to the next section. Individual attachments should not exceed 20 MB. Please see the program guide (linked text) for any additional questions.	2	Map: Attach a map of the project location within the community. On the map, identify the main roads that provide access, and any infrastructure that surrounds it. If it is a trail, show how it links to other recreational amenities or other trails.	Each attachment should be 20MB or less.
		3	Site Plan or Concept Drawing: Attach a recreational site plan or detailed conceptual drawing that includes orientation and layout of the project itself.	Each attachment should be 20MB or less.
	Use this link (linked text) for the UORG Project Timeline template.	4	Project Timeline: Attach a timeline of assigned work for the construction and completion of the project (24 months given). Use the provided UORG Project Timeline template.	Each attachment should be 20MB or less.
		5	Letters of Support: Include at least two and at most seven, letters of support for the project from businesses and/or organizations in the community that demonstrates the project's importance to the area. Upload all as one file.	3+ unique letters of support are highly recommended. Compile all letters into a single file to upload. You can do this by scanning each letter into one file, or by using a program such as DocHub or Adobe.
		6	Tourism/Economic Development Letter: Attach a letter from the local tourism or ED office with an estimate of community or economic impact of the project.	Contact your local DMO or economic development office and tell them about your project. They are a great resource, and do need to provide a letter advocating for the economic impact of the project.
	Use this link (linked text) for the required Budget Spreadsheet.	7	Budget Spreadsheet: Download, fill out, and upload the provided Budget Spreadsheet for the project (in Excel).	Please upload as an excel file. Each attachment should be 20MB or less.
	Use this link (linked text) for the required Statement of Responsibility, which MUST be signed.	8	Statement of Responsibility: Download, fill out, sign, and attach the provided Statement of Responsibility form to document the entity responsible for long-term maintenance of this project.	Each attachment should be 20MB or less. Please make sure this has been signed.
	W-9 Tax Form	9	W-9: Fill out and attach the W-9 tax form provided above.	Each attachment should be 20MB or less.
If Applicable Supportive Materials and Attachments This section is not scored.	NOTE: For each question, click "Choose File", select the correct file you would like to attach, then click "Upload". Save the page before moving on to the next section. Individual attachments should not exceed 20 MB. Please see the program guide (linked text) for any additional questions.	7 total		
		1	Landowner Approval Letter: Please attach if applicant is not the landowner or land manager. This can include a Landowner Approval Letter, MOU, or legal contract with the property owner (If applicable).	Each attachment should be 20MB or less.
		2	NEPA Documentation: Please attach if the project is on or crossing federal lands (If applicable).	Some projects require special permitting depending on construction location. The federal permitting process can take well over a year, so the applicant should have procured these permits prior to applying. Each attachment should be 20MB or less.
		3	Sensitive Wildlife Area Documentation: Please attach documentation from the Utah Department of Wildlife Resources (DWR) if the project is in or near a special management area for a sensitive species such as the Sage Grouse (If applicable).	Contact Sarah Lindsey of DWR (sarah.lindsey@utah.gov) for all inquiries regarding species, projects within SGMAs, and coordination with DWR biologists where needed. Each attachment should be 20MB or less.
		4	Permit from Army Corps of Engineers: Please attach for river projects (If applicable).	Each attachment should be 20MB or less.

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		5	Engineering Plans: Attach if engineered plans have been completed (If applicable).	Each attachment should be 20MB or less.
		6	Master Plan: Attach if the project is part of a regional, county or other type of master recreation plan for the area (If applicable).	Each attachment should be 20MB or less.
		7	Donation Confirmations: Attach written confirmations of donations from partners or other sponsors in letter form (if applicable).	Each attachment should be 20MB or less.